

Bob Holden
Governor



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Commissioner

State of Missouri
OFFICE OF ADMINISTRATION
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<http://www.oa.state.mo.us/purch/index.shtml>

James Miluski
Director
Division of Purchasing
& Materials Management

September 30, 2004

Dear Hotel/Motel Executive:

RE: STATE OF MISSOURI 2005 LODGING RATE SURVEY

The Division of Purchasing and Materials Management maintains a Hotel/Motel Guide which contains a listing of lodging facilities within the State of Missouri offering reduced rates for government travelers. This guide is disseminated throughout the various agencies of the Missouri state government. If a government rate or preferred rate is offered, please fill out the attached form and return it to the Division of Purchasing and Materials Management by no later than November 30, 2004. In the event that more than one form is completed and returned, the form with the most recent date will be listed in the Hotel/Motel Guide.

All lodging facilities which have completed and returned the survey prior to November 30, 2004 will be included in the 2005 Hotel/Motel Guide. There is no cost associated with being included in the 2005 Hotel/Motel Guide. Any surveys received after the cutoff date will be included in the first quarterly update to the Hotel/Motel Guide.

Unless otherwise noted on your survey, you are requested to honor the rates quoted from January 1, 2005 through December 31, 2005. If changes do become necessary during the year, please send the changes as soon as possible in writing to the Division of Purchasing and Materials Management, Post Office Box 809, Jefferson City, Missouri 65102-0809 or via facsimile 573-526-9817. Changes to the 2005 Hotel/Motel Guide will be made quarterly. The revisions to the 2005 Hotel/Motel Guide will be issued approximately one week prior to the beginning of the applicable quarter.

Please note, the State of Missouri does not have an established "per diem" rate that applies to all state agencies. Individual state agencies may have an established "per diem" but the Division of Purchasing and Materials Management (DPMM) does not have the names of those state agencies nor does DPMM know the established "per diem" for those state agencies. Additionally, you are advised that state agency travel reimbursement is pursuant to the Office of Administration Travel Regulations and Contiguous US Per Diem Rates (CONUS). The Office of Administration Travel Regulations can be found on the Internet by clicking on the Quick Link for Travel Regulations at the following address: <http://www.oa.mo.gov/acct/>. The Contiguous US Per Diem Rates (CONUS) can be found on the Internet at: <http://www.dtic.mil/perdiem/perdiemrates.html>.

If your lodging facility is part of a chain of hotels/motels, please forward a copy of this cover letter and survey to your central management office.

Thank you for your interest in the State of Missouri. If you have any questions, please feel free to contact me at (573) 751-7656.

Sincerely,

Julie Kleffner

Attachment

STATE OF MISSOURI - LODGING RATE SURVEY - JANUARY 1, 2005 THRU DECEMBER 31, 2005

Name of Hotel/Motel: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Phone No.: _____ Fax No.: _____ Hotel Website: _____

LODGING INFORMATION/RATES - (Include lodging tax).

<u>ROOM TYPE</u>	<u>SUNDAY-THURSDAY</u>	<u>FRIDAY - SATURDAY</u>	<u>SEASONAL</u>	
Single (1 Person, 1 Bed)	\$ _____	\$ _____	\$ _____	Seasonal Rates Apply
Double (2 Persons, 1 Double Bed)	\$ _____	\$ _____	\$ _____	From _____
Twin Double (2 Persons, 2 Double Beds)	\$ _____	\$ _____	\$ _____	thru _____

INDICATE BELOW LIMITATIONS WHICH APPLY, IF ANY:

Number of rooms available at rate quoted limited to _____ (insert number)

Rates guaranteed only thru _____ (insert date)

Other special limitations _____.

ADDITIONAL SERVICES: Place a check next to those services your facility provides.

- ☐ 1) Free Parking
- ☐ 2) Restaurant on Premise
- ☐ 3) No Smoking Rooms
- ☐ 4) Complimentary Breakfast (continental, full, etc)
- ☐ 5) Disabled Accessible Facilities
- ☐ 6) Shuttle Service - If so, state cost: \$ _____
- ☐ 7) Telephone Line in Rooms for Use by Portable Computers
- ☐ 8) On-Line Reservation Availability - If so, state on-line reservation website: _____.
- ☐ 9) Direct Billing To State Agencies
- ☐ 10) Direct Bill Accounts Set-Up for Individual State Agencies Upon Request
- ☐ 11) Rates extended to other governmental entities (i.e. school, city, county employees)

Authorized Signature: _____

Print/Type Name: _____

Title: _____ Date: _____

Hotel E-Mail: _____

Return this sheet and any attachments to:

Julie Kleffner
 Division of Purchasing & Materials Management
 301 West High St., Room 630
 Jefferson City, MO 65101-0809
 Fax No.: 573/526-9817
 E-Mail: julie.kleffner@oa.mo.gov

PLEASE KEEP A COPY FOR YOUR RECORDS AND NOTIFY YOUR RESERVATIONS DESK!

